

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JULY 25, 2007**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 25, 2007 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman Edward Williams called the meeting to order at 9:03 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Planning Director Edward Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, City Engineer Art Miller, Public Works Director Designee Don Cochran, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: Stormwater Engineer Alex Nasser, City Attorney Kurt Ardaman and Assistant City Attorney Dan Langley.

Others: Planner Brandon Byers and Planning Technician Lorena Blankenship.

Absent: Utilities Director Charlie Tinch and Fire Marshall Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held July 11, 2007.

Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 5-0.

DRC BUSINESS

2. Johns Lake Pointe – Final Plat

Max Suter, Kristen Cox, and David DeFilippo, applicants for the project were in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated July 5, 2007 were acknowledged and addressed. Planning Director Williams stated that because the construction of pools in some of the lots will impact the geogrid for the retaining wall; the CCR's (*Declaration of Covenants, Conditions and Restrictions*) must include some language in regards to the different rear yard setbacks or pool restrictions. Mr. Williams added that in order to avoid any type of construction in the affected area, the plat needs to be amended to reflect a wall easement. The wall easement shall extend into the lot a horizontal distance of two times the height of the wall at any given point, as measured back from the face of the wall.

Comments included in the June 27, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, the as-built plans show encroachments of the retaining wall and pond improvements waterward of the wetland boundary as well as areas where the wall encroaches outside the wall easement into the lots. Encroachments into the wetland areas will need specific approval from SJRWMD; other encroachments will need to be covered by the appropriate easements. It was determined that the developer must provide the City with a written approval from SJRWMD in regards to the two (2) spreader swales encroaching into conservation areas.

Comments included in the July 03, 2007 letter from **Attorney Lionel Rubio** were acknowledged and addressed. **Assistant City Attorney Langley** stated that many original documents still need to be submitted to the Planning and Zoning Department prior to the item being presented before the Planning and Zoning Board. Among others, these documents include an updated Title Opinion, Performance Guarantee Bond, and original Mylar.

City Engineer Miller moved to have the applicant resubmit a revised Final Plat addressing all City Staff conditions (see attached) to the Planning and Zoning Department within three (3) days following this meeting, by noon on Monday July 30, 2007. If plans are satisfactory to City Staff, the item will be placed on the next available City Commission meeting agenda. The applicant must submit the Original Mylar by the Wednesday of the week before the City Commission meeting. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

3. Depot Plaza – Site Plan

Al Tehrani, Ramadan Seyeum, and Ray Rehani, applicants for the project, were in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated July 17, 2007 were acknowledged and addressed. Planning Director Williams inquired about the issues related to parking discussed during a previous DRC meeting. The developers responded that they have reduced the size of the building to provide the required parking spaces. Mr. Williams also asked the developers if a wall will be installed between the warehouse area and the retail area. The developer responded affirmatively. Planning Director Williams stated that Sheet A-1 on the plans needs to be amended to reflect the exact location of the warehouse area and the retail area.

Comments included in the July 09, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 3, the double detector check valve assembly shall be moved to the right-of-way line at the Point of Service for the fire protection system. All on-site utilities shall be privately owned and maintained. Emphasis was placed on comment # 4, lift station shall be a duplex station (2 pumps); details shall be shown on the plans. The area shown for the lift station may not be big enough to accommodate it. Lift station calculations do not appear to take into account the pressure head in the existing force main. Emphasis was placed on comment # 6, the landscape/irrigation plan has not been coordinated with the site utility plan. Discussion took place in regards to comment # 7, five feet (5') wide concrete sidewalks shall be constructed along all adjacent road frontages; the developer shall pay into the City's sidewalk account in lieu of constructing these sidewalks with the project. City Engineer Miller added that such amount shall be paid to the City prior to the issuance of any building permits. Discussion took place in regards to comment # 8, the existing thirty six inch (36") storm pipe from Hyde Park crosses into the site at the southeast corner. Drainage from the Orange County enclave to the north passes through this system. Although no changes are shown on the plans, a recorded easement for the existing pipe will be required prior to issuance of the Certificate of Occupancy. City Engineer Miller explained that the subject pipe is City maintained and the developer needs to grant the City a drainage easement, which must be reflected on the plans.

Comments included in the July 05, 2007 memorandum from **Building Official Herbert** were acknowledged and addressed.

Comments included in the July 12, 2007 email from the **Fire Department** were acknowledged and addressed.

Motion by Assistant City Engineer Kelley to have the applicant resubmit revised plans addressing all City Staff conditions (see attached), to the Planning and Zoning Department within 3 days following this meeting, by noon on Monday July 30, 2007. If plans are satisfactory to City Staff the item will be placed in the August Planning and Zoning Board meeting agenda. Seconded by City Engineer Miller, the motion carried unanimously 5-0.

4. BB & T Bank, Winter Garden Village at Fowler Groves – Site Plan

Anthony Espaillet and Kevin Larrimore, applicants for the project were in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated July 19, 2007 were acknowledged and addressed. Emphasis was placed on comment # 2, as required of all outparcels, a Hold-harmless Agreement will be required before site work can commence. The developer must include a signed Hold-harmless Agreement with their next submittal.

Comments included in the July 11, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Emphasis was placed on comment # 3, the driveway location will be shared with the adjacent Longhorn parcel although the curbing is shown as Type “F” with no curb cuts; coordinate driveway, curb cuts and grading with the Longhorn plans now under review by the City.

Comments included in the July 23, 2007 memorandum from **Assistant City Engineer Kelley** were acknowledged and addressed. Emphasis was placed on comment # 2, a NPDES NOI shall be required prior to construction if the site is greater than one acre.

Motion by City Engineer Miller to approve the Site Plan with all City Staff conditions (see attached) to include the completion of the Hold-harmless agreement. After all conditions are satisfied, the item may proceed to the Pre-Construction meeting. Seconded by Assistant City Engineer Kelly, the motion carried unanimously 5-0.

5. Hickory Hammock - Sales Center Site Plan

David Kelly and Shawn Tofte, applicants for the project were in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated July 16, 2007 were acknowledged and addressed.

Comments included in the July 13, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, the Sanitary Lateral Junction Box detail shown on Sheet 5/5 is not City Standard. This detail was included in the approved construction plans and was intended for lakefront homes that will need grinder pumps. This lot will not need to be pumped and the City Standard Utility detail will be used. David Kelly is to coordinate the junction box detail with Charlie Tinch. Discussion took place in regards to comment # 8, five feet (5') wide concrete sidewalks are required on all street frontages pursuant to City Code. Construct sidewalk along the north side of Court B to Boulevard A. City Engineer Miller stated that since the proposed structure is not a permanent single family home, the developer is not subject to compliance with the sidewalk requirement.

Comments included in the July 10, 2007 memorandum from **Building Official** were acknowledged and addressed.

City Engineer Miller moved to have the applicant resubmit revised plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department. If revised plans are satisfactory, the item can proceed forward, subject to completion of infrastructure improvements. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

6. Stoneybrook West Tract 18. Building # 4 – Site Plan

Since the applicant was not in attendance, *Public Works Director Designee Cochran moved to postpone the item until the next DRC meeting. Seconded by Assistant City Manager Robertson, the motion carried unanimously 5-0.*

Planner Byers stated that the comments to be addressed are minor, and suggested the Developer resubmits revised plans for City Staff review.

Motion by Planning Director Williams to rescind the previous motion. Seconded by Assistant City Engineer Kelley the motion carried unanimously 5-0.

The Committee Members discussed some of the City Staff conditions and it was decided that the applicant must resubmit revised plans addressing all comments, before proceeding to a “tail-gate” meeting at the site.

Assistant City Engineer Kelley moved to have the applicant resubmit revised plans addressing all City Staff conditions (see attached), to include the required handicap ramp. If plans are satisfactory to City Staff the item may proceed forward. Seconded by City Engineer Miller, the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:10 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship